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# CWU Faculty Senate Minutes - 01/13/16

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**REGULAR MEETING**  
**Wednesday, January 13, 2016, 3:10 p.m.**  
**BARGE 412**  
**Minutes**

Meeting was called to order at 3:12 p.m.

**ROLL CALL All senators or their alternates were present except:** David Bieloh, Ben Glasgall, Vanessa Hunt, Michael Johnson, Steve Olson, Mark Pritchard, Alison Scoville, Teresa Sloan, Don Wattam, and Katharine Whitcomb

**Guests:** Paul Ballard, Kathryn Martell, Sarah Swager, Teri Walker, Mindie Dieu, Geraldine O'Mahoney, Carolyn Thurston, Stacey Robertson, SM Davison and Lindsey Brown

**CHANGES TO AND APPROVAL OF AGENDA - Approved**

**MOTION NO. 15-12(Approved): APPROVAL OF MINUTES** of December 2, 2015

**COMMUNICATIONS - None**

**FACULTY ISSUES** – Senator Erdman brought forward an issue of students who have back-to-back classes on different ends of campus. A student is either leaving one class early or arriving late to the other. Senator Erdman asked if there is a policy on this. The construction in the middle of campus is part of the issue.

**Strategic Plan Online (SPOL) - Sigrid Davison** - Institutional Planning & Effectiveness – Sigrid gave a brief demonstration of the Strategic planning online program. Each department should have access to it by end of spring quarter. Currently there is only one user per department. Beginning of spring the rest of departments will be contacted to do training.

**PRESIDENT:** No report.

**PROVOST:** Provost Hulbert reported that Dr. Jungblut will start in March as the new Associate Provost. She will be taking over the responsibility of accreditation. The Governor indicated in his State of the State address a concern about a teacher shortage in Washington State. This issue has gotten the legislators attention and they will be looking to public universities on how they are going to produce more teachers and have student achieve standards. The Governor also talked about raising K-12 salaries and putting mentoring programs in place. This is something CWU needs to pay attention to and enhance what we want to do here in preparing for potential legislation.

**STUDENT REPORT** Hauke reported that the posters for academic senators have been delivered to departments. There are a few departments with new senators and those will be delivered in the next few weeks. Currently 35 senator seats are filled out of 41 departments, which is the most senators Student Academic Senate (SAS) has had. The Veterans Task Force will be meeting tonight to look at developing a timeline and what are the next steps moving this forward. ASCWU is looking at how they can make their office more welcoming to students. They will be having an open house towards the end of the month. The student SEOI Education and Advertising committee are going to be merging. They have had an Executive Board member resign. They are polling students on what traditions are important at CWU as well as looking at past traditions.

**OLD BUSINESS** – Chair Pedersen reported on several past faculty issues. Senator Harper had raised an issue about lack of access for students with disabilities when an elevator was out of service. Individuals can call x-3000 to report issues with facilities. Currently there are 700+ students receiving services through DSS and the number of staff has shrunk. Provost Hulbert is working with Operations on how some of

these issues can be addressed.

Chair Pedersen spoke with Testing regarding the issue of submitting tests for students with special accommodations. They will be extending the time period that faculty can submit the test. They will be looking at the possibility of a folder that faculty can send the test to, and will work on a way to match that test up to the student.

Anne Cubile is working on procedure and structure of getting input on the annual theme.

On the issue of NTT faculty being required to use Faculty 180 and what training will be made available, there is not a clear answer yet. Sathy is looking into what the possibilities are. CAH will be having two training for their NTT faculty.

Chair Pedersen spoke to President Gaudino regarding the wildlife bachelors program that was be promoted, but currently does not exist and has not had faculty input. President Gaudino agrees this is not the way it should have been handled.

Chair Pedersen has asked that any advertisement regarding SEOs be looked at by the Faculty Senate Executive Committee and/or the Evaluation & Assessment committee prior to going out. This is in an effort to make sure the process is not unintentionally undermined by the advertising campaign. There has been a request from a faculty member to return to paper SEOs. The Executive Committee is trying to get a handle on what the process was that resulted in moving to online SEOs as well as summarize the implications if we were to shift back to paper.

## REPORTS/ACTION ITEMS

### SENATE COMMITTEES:

#### Executive Committee

**Motion No. 15-13(Approved):** Ratify 2015-16 committee vacancies as outlined in Exhibit A.

**Motion No. 15-14(First reading of three):** Recommends the addition of D. Faculty Consultation to Section I Faculty Rights and Responsibilities of the Faculty Code as outlined in Exhibit B.

#### Academic Affairs Committee

**Motion No. 15-15(Tabled):** Recommends changes to CWUP 5-90-040(31) Scholastic Standards as outlined in Exhibit C.

**Motion No 15-15a(Approved):** Senator Erdman moved to amend Motion 15-15 to change (A) scholastic standards to scholastic performance. Motion was seconded.

**Motion No. 15-19(Approved):** Senator Roemer moved to table Motion No. 15-15. Senator D Olson seconded.

**Motion No. 15-16(Approved):** Recommends changes to CWUP 5-90-040(34) and CWUR 2-90-040(34) Class Attendance and Participation as outlined in Exhibit D.

**Motion No. 15-16a(Approved):** Senator Braunstein moved to amend Motion No. 15-16 CWUR 2-90-040 (34) to read "Students should obtain written documentation from the faculty member via email correspondence, letter, or any other form of written communication on whether absences in the course will be approved, stating which absences will be approved, and defining any accommodations for missed assignments that will be provided. Senator Hickey seconded.

**Motion No. 15-16b(Approved):** Senator Walter moved to correct the reference in 5-90-040(34) (D) 5-90-040(34)(F). Senator Stoddard seconded.

**Motion No. 15-17(Approved):** Recommends changes to CWUP 5-90-040(35) Last Week of Classroom Instruction as outlined in Exhibit E.

**Motion No. 15-18(Approved 5 nay, 2 abstentions):** Recommends adding CWUP 5-90-040(40) Student Bereavement Leave as outlined in Exhibit F.

**Motion No. 15-18a(Approved):** Senator D Olson moved change the word “work” to “consult” in the second paragraph last sentence. Senator Stoddard seconded. .

**Motion No. 15-18b(Approved 10 nay, 1 abstention):** Senator Hickey moved to change (A) (1) three days to five days. Senator Bisgard seconded.

**Curriculum Committee** – Curriculog is up and running as of January 9<sup>th</sup>. Curriculog is the only form of submission for curriculum proposals. Curriculog training is available through the Registrar’s office and is encouraged for all submitting proposals. The General Education program change has been presented to the Curriculum Committee and if approved will move to the Faculty Senate. The committee will be meeting weekly during winter quarter.

**Evaluation & Assessment Committee** - James Bisgard reported the committee is currently working with students on a video regarding SEOs. The committee is working on how to increase SEOI response rates. They will be reviewing departments and/or colleges that have higher than average response rates to see if they can see what they are doing.

**General Education Committee** - The General Education proposal has been moved to the Curriculum committee. If the proposal is approved, it will then move to Faculty Senate.

**Faculty Legislative Representative** - No report as Steve is in Olympia.

**CHAIR:** Chair Pedersen welcomed Senators to the new calendar year. Fall quarter brought the resignation of Provost Levine and three administrative searches. George Clark has resigned and Joel Klucking has been appointed as the interim VP of Business and Finance. There is a search underway for a new Associate VP for Enrollment Management. Kathy Whitcomb has been appointed as the interim CAH Associate Dean and has stepped down from her position on the Senate Executive Committee. Michael Johnson from World Language will be joining as the new CAH Executive Committee representative. Eric Cheney has assumed the role as immediate past-chair. There will be a CAH election for the CAH Executive Committee position this spring. Mike Harrod has been appointed the interim COTS Associate Dean and has stepped down from the Bylaws & Faculty Code committee. The Budget & Planning committee will be meeting tomorrow. This year the Faculty Senate committees and the Executive Committee will continue to work on the key issues for which we have established broad mandate, and which relate critically to the Senate and University missions and values. This includes continuing efforts to shift more resources and recognition toward supporting the educational and academic mission of the university by supporting the faculty who teach, advise, and mentor students. Chair Pedersen reported on the *Economist* college ranking based on “greatest return” where CWU came in first in state. This was measured by the gap between what graduates who entered college in 2001 earned five to six years after graduation, and what they might have earned had they studied elsewhere (estimated through multiple regression analysis, assessing the relationship between a range variables). The study thus reflects the fruit of our efforts between 9 to 14 years ago. The *Economist* itself stressed that “maximizing earnings is not the only goal of a college, and probably not even the primary one.” Chair Pedersen pointed out that what we learn from this and other studies supports our goals on behalf the regular efforts of faculty as teacher-scholars in the education of our students, and is important also to our diversity hiring goals.”

**CHAIR-ELECT:** Chair-elect Rajendran reported that there will be an open Executive Committee next week on Wednesday 20th at 3:10 in the Faculty Center. The next Faculty Friday will be at 5:00 p.m. on January 15th. Provost search committee held 14 forums and received lots of feedback. The ads were posted in December. The search committee will start looking at applications this month with hopes of candidates visiting campus in March or April.

**NEW BUSINESS – Motion No. 15-20(Tabled):** Senator Erdman moved “We, the Central Washington University faculty, condemn in the strongest possible terms the growing bigotry and xenophobia in our country’s political discourse, and in particular recent calls to ban the entrance of Muslims into the United States. As citizens and residents of this country, we deplore the undermining of core American values like religious freedom, the celebration of diversity, and providing sanctuary for the oppressed. As scholars, we

know well the cost of such divisive and violent language. As faculty here at CWU, we stand with our Muslim students, colleagues, friends and family members and deem threats to the well-being of any members of our community unacceptable." Senator Palmquist seconded.

**Motion No. 15-21(Approved 4 nay, 1 abstention):** Senator D Olson moved to table motion no 15-20. Motion was seconded.

Meeting was adjourned at 5:09 p.m.

## Exhibit A

[illegible]

# Exhibit B

## Faculty Code Section I Faculty Rights and Responsibilities

### D. Faculty Consultation.

1. When consultation with faculty is sought, the initiator (e.g. an administrator or representative of a decision-making unit) will submit a request to the Faculty Senate Executive Committee. The request should include:

- a) a succinct written summary of the matter
- b) preliminary identification of faculty bodies that might be impacted or for whom this might be relevant.
- c) an assessment of potential positive AND negative impacts on colleges, departments, faculty, or other entities as relevant

Depending on scope, the request may be submitted in the form of electronic or paper communication.

2. The Executive Committee will

- a) Verify the list of faculty bodies that might be impacted.
- b) Propose a procedure for faculty consultation and input, usually consisting of the following mechanisms:

1) "Committee Review": Send the proposal to a Senate Committee or Task Force for review. NOTE: Senate Committees are responsible for representing faculty and may also, as part of their deliberations, need to solicit broader faculty input, as outlined below.

2) Solicit representative faculty input using one or more of the following procedures:

- i) "Faculty Input": Solicit input via the system of senator representatives. This may include an oral presentation of the issue in Senate that includes a written communication via the Senate to faculty senators. This communication will include open-ended questions that solicit a range of concerns or ideas that might pertain to the issue. The communication should provide an end date for feedback (no less than 2 weeks). The Executive Committee will help compile the ideas in preparation for the next step(s).
- ii) "Faculty Survey": Administer a survey to the faculty via the Senate office. If the initiators do not have expertise in survey design, they must consult with those with such expertise to ensure a valid survey (e.g., is not leading or pre-determined).
- iii) "Faculty Vote": Give faculty the opportunity to participate in a confidential vote (online or in paper) over a specified time period (no less than 2 weeks). NOTE: The faculty vote can precede or follow solicitation of broader faculty input.

NOTE: Faculty input will usually be an iterative process, such that a proposal that builds on the input will be sent back to faculty for fine-tuning and further feedback.

3) Gather data to gain an understanding of the issues pertaining to the topic or initiative in one or both of the following ways:

- i) "Focus group": Invite a representative sample of potentially impacted parties to a focus group. If the initiators do not have expertise in focus group design or facilitation, they must secure help from those with such expertise.
- ii) "Faculty forum": Invite all faculty to a forum to convey information and solicit feedback.

NOTE: In most cases, no one mechanism, alone, can be considered an adequate opportunity for input. Also, the following in isolation do not constitute valid "consultation with faculty": consultation only with the Senate Executive Committee, Senate Chair, or other representative of a Senate Committee; or representation by one or several faculty on a committee.

3) The initiator

- a) Will submit documentation of the process and how the input was incorporated in the decision-making.
- b) May formulate their decision as a formal motion to be voted on in Senate.

# Exhibit C

## 5-90-040 Academic and General Regulations

### (31) Scholastic Standards

~~(A) Academic standards are established by the faculty. The Dean of Student Success has responsibility for implementing these standards.~~ Academic standards are established by the faculty and enforced by the dean of student success. In all cases involving low scholastic standards, students must meet with either a major advisor or academic advising. These standards are in place to ensure that students who are consistently earning low grades will examine their objectives carefully before continuing enrollment. In some cases, students will be suspended from the university.

~~(B) A student's academic standing appears on the quarterly grade report.~~ Student academic standing is calculated at the end of each quarter and includes only grades/credits attempted at CWU. A student's academic standing appears on the student's unofficial online transcript. Questions regarding academic standing should be directed to the office of the dean of student success. The following are standard designations of academic standing:

1. Good Standing: A student is in good standing when both the quarterly and cumulative grade point averages (GPA) are 2.0 or higher above.

2. Academic Warning: ~~A student who has been in good standing will be placed on academic warning when the GPA for the previous quarter is below 2.0.~~ A warning is issued to a first-quarter first year student or a first-quarter transfer student (who has not previously attended CWU) whose grade point average is below 2.0. A warning is also issued to any continuing student who was previously in good academic standing but has a quarterly grade point average below 2.0 and a cumulative grade point average of 2.0 or above. Students placed on academic warning must meet with either a major advisor or academic advising.

3. Academic Probation: ~~A student who has been on academic warning will be placed on academic probation if either the quarterly or cumulative GPA for the previous quarter is below 2.0.~~ Any student who was previously placed on academic warning will be placed on academic probation if either the student's quarterly or cumulative GPA falls below a 2.0. Any student who was previously placed on academic probation will continue on academic probation until the student's cumulative GPA is a 2.0 or higher.

Students placed on academic probation must meet with either a major advisor or academic advising and are limited to 14 credits per quarter. Students are strongly encouraged to register for UNIV 102, 'Strategies for College Success.'

A student who begins the quarter on probation must earn at least a quarterly grade point average of 2.0 to avoid academic suspension.

4. Academic Suspension: ~~A student who has been on academic probation will be placed on academic suspension if the GPA for the previous quarter is below 2.0.~~ A student will be suspended from the university if the student begins a quarter on probation and earns a quarterly grade point average below 2.0.

A. A student who has been placed on academic suspension may submit a petition to the office of the dean of student success documenting evidence of circumstances beyond the student's control which adversely affected the student's performance during the preceding quarter(s). The board of academic appeals and academic standing committee will hear the student's case and may decide to allow the student to enroll for one more quarter on academic probation.

~~B. If previous quarter GPA is below 2.0 immediately after grade reports are prepared, the Dean of Student Success reviews the academic files of all suspended students. A letter will be sent to the student informing him/her of one of the following three decisions:~~

- ~~1. The student may be allowed to register for one more quarter with an academic standing of probation.~~
- ~~2. The student may be allowed to submit a petition presenting evidence of circumstances beyond the student's control which adversely affected the student's performance during the preceding quarter(s). If the petition presents convincing evidence of such extenuating circumstances, the student will be referred to the academic standing committee. The committee will hear the student's case and may decide to allow the student to enroll for one more quarter on academic probation.~~
- ~~3. The student may be denied enrollment for up to one year, following which a written petition for readmission must be presented to the Dean of Student Success. Readmission is not guaranteed.~~

B. A student who has been suspended once may apply for readmission after two quarters have elapsed (excluding summer quarter). After a second suspension, one academic year must elapse before the student may apply for readmission. After the third suspension, five academic years must elapse before the student may apply for readmission.



(C) Reinstatement.

Students who have been academically suspended and want to return to CWU prior to the suspension deadlines above may petition the dean of student success. Many times students who succeed in gaining reinstatement have earned strong grades in coursework taken since dismissal, established strong study skills, overcome personal challenges that previously interfered with their studies and have clearly defined, realistic academic goals.

# Exhibit D

## 5-90-040 Academic and General Regulations

### (34) Class Attendance and Participation

(A) Instructors may require regular class attendance.

(B) The first day of the quarter is the first day of instruction listed in the university calendar. An instructor may drop a student from the class by notifying Registrar Services if the student has failed to attend the class by the end of the third day of the quarter or the first class meeting if the class does not meet during the first three days of the quarter.

(C) A student who does not meet course prerequisites may be required to drop from the course.

(D) Instructors are not required to offer makeup work for missed classes, including those missed during the Change of Class Schedule period or university-approved activities, regardless of student course enrollment status. In cases where an absence meets the guidelines in CWUP 5-90-040(F), instructors are strongly encouraged to work with the student to make arrangements to avoid academic penalties due to absences. [The student is responsible for obtaining written documentation from the faculty member defining any alternative accommodations for missed assignments. The written documentation will serve as verification of the agreement.](#)

## CWUR 2-90-040

### (34) Class Attendance and Participation

~~No procedures~~

[Students should obtain written documentation from the faculty member via email correspondence, letter, or any other form of written communication conveying whether absences in the course will be approved, which absences will be approved, and defining any accommodations for missed assignments that will be provided.](#)

# Exhibit E

## 5-90-040 Academic and General Regulations

### **(35)** Last Week of Classroom Instruction

(A) During the last week of classroom instruction, faculty may give no examination(s) worth more than a total of 20% of a course grade, [excluding summer quarter](#).

(B) Graded assignments due during the last week of classes must be indicated on the instructor's syllabus.

# Exhibit F

## 5-90-040 Academic and General Regulations

### (40) Student Bereavement Leave

In the event that a student experiences a death of an immediate family member or relative as defined below, the student will be excused from class for funeral leave, subsequent bereavement, and/or travel considerations. The student will provide appropriate documentation and arrange to complete missed classroom work as soon as possible according to the process outlined below.

Upon notification of the absence and proper documentation, each faculty member shall excuse the student from class according to this policy and provide an opportunity to complete missed exams, quizzes, and other required work. Ultimately, the student is responsible for all material covered in class and must work with each individual professor as soon as they return to complete any required work.

### (A) Excused Absences

1. Immediate Family and Relatives. Students shall be eligible for up to three (3) consecutive days (not including weekends or holidays) or excused absence in the event of a death of a spouse, domestic partner, parent, child, grandparent, grandchild or sibling.

2. Other. In the event that a death occurs to a family member or friend that is not specifically covered by 5-90-040(40)A.1, students can communicate the circumstances to individual faculty to determine on a case by case basis if it is covered by this policy.